

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Highway Maintenance Leadworker	Maintenance / 663 Groveland	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	910-660-6285-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Incumbent works with and assists in supervising the work of a crew engaged in maintenance, construction work, or snow removal on highways and highway structures. The incumbent may operate and/or service highway maintenance, landscape or construction equipment described under Levels of Equipment for Caltrans Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II. Incumbent may learn to operate other equipment. Employee is required to maintain a Class "B" driver's license. Class "A" with tank vehicle endorsement is desired.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	<p>Assists the supervisor in time keeping, data entry, and laying out and overseeing maintenance or construction work on highways and highway structures, and works with a crew performing these tasks.</p> <p>Assures that proper methods and procedures are used in the handling and application of materials utilized in the maintenance of highways and highway structures.</p> <p>Keep records of materials, labor and equipment.</p> <p>Ensures that State equipment is properly operated and maintained.</p> <p>Maintain safe operations and control traffic as specified in Safety Injury Illness Prevention Program Manual.</p> <p>Operates 2-way radios.</p> <p>Use products that could be hazardous or dangerous if not handled properly including but not limited to pesticides, cleaning solvents, petroleum based products, and bio-hazards.</p> <p>Attend all required training programs.</p>
35% E	<p>Operate and service highway maintenance and snow/ice removal equipment identified as Levels of Equipment for Caltrans Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II. (see attached) Perform heavy labor associated with, but not limited to highway structures, cleaning ditches, placing asphalt material, crack sealing, culvert openings, erosion control, vegetation planting and establishment, installing storm water protection measures, litter pickup, sign and guardrail installation and repair</p> <p>Operate manual/power hand tools including but not limited to shovels, rakes, pitchforks, brooms, post-drivers and pullers, wrenches, chainsaws, weed eaters, hay blowers, hydro seeders jack-hammers, hand saws, pruning sheers, picks, shovels, digging bars, power drills, power grinders.</p> <p>Move a variety of heavy objects including but not limited to concrete forms, bridge jacks, concrete bags and pails, and tires.</p> <p>Perform Custodial work duties including but not limited to sweeping, emptying trash, cleaning</p>

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restroom facilities and replenishing supplies

Perform brush and tree removal and disposal.

Perform Drainage maintenance.

Perform litter and dead animal removal and disposal.

5%	E	Perform minor repairs to maintenance stations and highway facilities including but not limited to window replacement, toilet repair, and painting.
10%	M	Provides training on equipment.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

As operational needs dictate incumbent will direct the crew's operation and, in the absence of the Caltrans Maintenance Supervisor, is responsible for all activities of the crew.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of procedures, tools and equipment used in construction and maintenance of highways and structures; provisions of the California Vehicle Code as it applies to the operation of motor vehicles; regulations and safety practices pertaining to highway emergency services; emergency first aid; operation and care of highway equipment; materials utilized in highway and structure maintenance; rules and regulations pertaining to snow removal, highway or structures maintenance practices; principles of effective supervision, safety practices and traffic regulations. Skill in operating a variety of complex or heavy maintenance equipment, and making minor adjustments and emergency repairs to such equipment

Ability to read, write, and follow oral and written directions in English at a level required for successful job performance; interpret simple blueprints and sketches; plan and direct the work of others; keep time records and simple cost records of materials, equipment, and expenses; assist in work relating to maintenance of highways and structures; operate and care for construction and maintenance equipment; analyze situations accurately and take effective action; exercise sound public relations techniques; operate radio communication equipment.

Knowledge and ability to operate computer and electronic systems.

Ability to assist supervisor in preparing workload plan, and analyzing situations accurately and adopting an effective course of action

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

If the proper equipment and method is not used in maintaining the State highways, it could mean rebuilding at great expense to the State and inconvenience to the traveling public. Errors in judgment regarding safety practices and the safe operation of equipment could result in property damage, injuries to our employees and/or to the traveling public.

Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with representatives from other public and private Local Agencies as well as all levels of Caltrans Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to bend, stoop, climb, kneel, reach, push, pull and stand for long periods of time in various climatic conditions. May be required to assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships;

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respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone.

SPECIAL PHYSICAL CHARACTERISTIC

Normal hearing and visual acuity of not less than 20/40 (with or without glasses).

WORK ENVIRONMENT

The incumbent may/will be exposed to loud noise; dust; chemicals; extreme weather conditions and great heights. Will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Drives to and responds to after-hour emergencies. Drives to and responds to after-hour emergencies.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE